



Human Resources

What's New, What's Hot

- **Take Our Daughters/Sons to Work Day:** DOTD Headquarters personnel will participate in "Take Our Daughters/Sons to Work Day" on Thursday, April 27, 2006. This national event for girls and boys, ages 9 to 15, is designed "to be a day for the country to focus on the possibility and potential of all our daughters and sons." DOTD is planning a day that will be both fun and educational for the participants. The event will begin at 7:30 a.m. with registration and refreshments, followed by a brief welcoming assembly. Other events planned for the day include demonstrations and tours, giveaways, and souvenir picture taking. [Linked here](#) you will find a [registration form](#) which should be completed for each participant and returned to the Human Resources Office, Room 300H. Registrants and parents will be provided with additional information at the registration desk on the morning of the event. **HR Contact:** Ranzy Montet, (225) 379-1239.
- **HR Annual Needs Assessment Survey:** Appointing authorities should stay tuned for our forthcoming survey which provides an opportunity to submit items that need special attention. Based on this feedback, HR will prepare its FY 06/07 Work Plans. **HR Contact:** Susan Pellegrin, (225) 379-1219.
- **Employee Health Screening Event:** The DOTD Employee Wellness Committee is sponsoring a second health screening event on **Thursday, April 13, 8:00 a.m. to 12:00 p.m., in the DOTD Headquarters Auditorium.** This event is open and free of charge to all DOTD employees in the Baton Rouge area. Screenings will include blood pressure, cholesterol, diabetes and body fat index (BFI) checks. Employees may sign up by accessing the Health Fair link on the DOTD Intranet home page or by clicking on the following: <http://ladotnet/blooddrive>.

Special Events

- April 4 Training: How to Select the Best Candidate, District 62, Hammond
- April 5 Civil Service Commission Meeting
- April 6 Training: Performance Planning & Review for Supervisors, HQ Annex Veterans' Job Fair, American Legion Post # 38, Baton Rouge
- April 11 Career Day: South Louisiana Community College and University of Phoenix, Lafayette
- April 14 Good Friday Holiday
- April 17 State Group Benefits Insurance Open Enrollment Meetings, HQ Auditorium: 8:30 & 10:30 am; 1:00 & 2:30 pm
- April 19 Standing Committee on Human Resources (SCHR) Meeting
- April 20 Training: Performance Planning & Review for Supervisors, District 02, Bridge City
- April 25 Training: How to Select the Best Candidate, District 62, Hammond
- April 26 Career Day, Louisiana Correctional Institute for Women
- April 27 Take Your Sons & Daughters to Work Day
HQ Training: New Employee Orientation - HQ
Career Day, Elayn Hunt Correctional Institute

Employee Relations Unit Update

Changes in Limitations on Deferrals for the Deferred Compensation Plan: For calendar year 2006, the limitations on contributions to the Deferred Compensation Plan have changed. The plan now allows employees under 50 years of age to defer \$15,000 per year or 100% of includible compensation (gross wages paid minus deferred retirement contributions), whichever is less. For employees over 50 years of age, the limit is

\$20,000. The catch-up limit for contributors within 3 years of retirement (but not in the year of retirement) is now \$30,000 per year. **Contact:** Jennifer Ballard, DCL Account Executive at (225) 926-8082, Ext. 1009 or 1-800-345-4699.

Retirement Refunds Can No Longer Be Assigned to Credit Union Loans: Louisiana Revised Statute 11:405 no longer allows an employee who is separating from state service to have his/her LASERS refund check to be forwarded to the member's credit union. LASERS will instead mail the check directly to the employee's mailing addresses. **HR Contact:** Ellen Catherine, (225) 379-1229.

Operations Unit Update

Civil Service Updates JOB SEARCH System: A number of enhancements are being made to the Civil Service JOB SEARCH to increase user friendliness of this system. The upgraded JOB SEARCH system, where all DOTD vacancies are posted, will be available for use on April 10, 2006. In the meantime, agencies will not be able to post new vacancies from April 3 to April 9, 2006. JOB SEARCH subscribers will be notified by Civil Service to re-subscribe to the new system after April 10, 2006, to continue this service.

Personnel Management Unit Update

Important Dates/Events for PPR:

New Hires-PPR planning sessions for new employees hired between April 1 and June 30 should not be conducted within the first 30 days of employment. Instead their planning should occur at the same time as all other employees; i.e., after district and section goals (performance measures) for FY 06/07 have been established.

Merit Increases-Beginning May 1, eligibility for merit increases will be based on the PPR ratings issued for the period ending June 30, 2006. Therefore, merit increases for eligible employees with anniversary dates in May and June of this year will not be processed until the FY 05/06 ratings have been completed.

PPR Ratings for FY 05/06-All ratings must be completed between May 1 and June 30, 2006. This includes the pre-approval of the rating by the DOTD reviewer and the face-to-face discussion of the review between the rating supervisor and the employee.

Compensation Unit Update

Pay Schedule Changes: As a result of the Department of Civil Service's cyclical review of the Labor and Trades (WS) pay schedule, Governor Blanco approved the recommended changes to that schedule on February 13. The revised structure reflects an increase in all WS pay range maximums by approximately 14%; range minimums remain unchanged. Currently under review is the Technical/Scientific (TS) pay schedule, with recommendations expected to be made to the Civil Service Commission at its July hearing.

Cyclical Review of Position Descriptions (SF-3s): All needed SF-3s have been requested for the second phase of the Cyclical Review Project, which consists of processing SF-3s for positions which currently have no SF-3 on file. If you have not already done so, please forward all requested SF-3s to Human Resources as soon as possible.

Friday, May 05, 2006

La DOTD does not discriminate on the basis of race, sex, religion, color, national origin, age or disability. For questions refer to DOTD's [ADA Policy](#) and [Workplace Harrassment Policy](#).

[Comments or Questions](#)

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